



Rosary Park Catholic School

Home Activities Procedures

APPLICABLE TO	Staff, Parents and students		
DOCUMENT OWNER	Rosary Park Catholic School Branxton		
APPROVAL DATE	1 st November, 2018		
APPROVED BY	Staff of Rosary Park Branxton		
LAST REVIEW DATE/S	2014	NEXT REVIEW DATE	November 2021
RELATED DOCUMENTS	Rosary Park Home Activities Policy		

Purpose

This document will inform staff, parents and students the procedures that are required to be followed in the domain of Home activities delivered by staff at Rosary Park. The focus will be on Reading and the consolidation of math strategies and problem -solving skills.

Scope

This procedure applies to all staff and includes consultation with parents and carers.

Responsibilities

All teaching staff are responsible for the implementation of these procedures.

Step by Step

The **Principal/Assistant Principal** is responsible for communicating, administering and managing this procedure with executive and staff.

Teachers are responsible for providing home activities that support learning that has occurred in the classroom. The amount of time that students are expected to spend on homework will depend upon their age and ability. It is important that students of all ages have opportunities for free time, leisure and physical activities after school. Instructions to complete tasks should be explicit and clear. Activities set by teachers must be the same across the grade. If Home activities are not returned without explanation from a parent by the due date they will not be marked or given a mark.

Teachers can support students by:

- setting a suitable amount of relevant home activities which is appropriate for the student's skill level and age
- providing a decodable text for their students to read at home, based on the classroom learning (K-2 teachers).
- Home tasks set need to be the same across classes in the same grade
- ensuring that students are aware of what is expected of them, and how their work will be assessed
- setting work that has been covered recently in class and is revision for the student.
- marking homework promptly and accurately. If not returned by the due date it will not be marked.
- alerting parents of any developing problems concerning their children's homework.

Kindergarten to Year 2

Home reading of decodable and informative texts should be read daily to support the child's reading fluency must be part of K-2 Home activities. This will assist in the development of the child's comprehension. Reading will be recorded in a home reader folder and returned weekly. Suggested time 10-15 minutes per day.

A matrix of activities covering a cycle of different learning activities over a designated time will be set by the teacher. These activities will include developing thinking and skills in the area of -

- **Cognitive:** mental skills (*knowledge*)
- **Affective:** growth in feelings or emotional areas (*attitude or self*)
- **Psychomotor:** manual or physical skills (*skills*)

Year 3-4

Students will complete tasks focused on developing skills in Maths and reading. This may include a matrix of activities planned by the class teacher/s which will be returned in a nominated time frame designated by the class teacher. Suggested time is 15 -20 minutes per day.

Some online tasks may be set by class teacher/s for students to complete linking in with Key Learning Areas.

Years 5-6

Students will complete tasks focused on developing skills in Maths and reading. This may include a matrix of activities which will be designated by the class teacher to consolidate work that is occurring in the classroom. Suggested time is a minimum of 25 minutes per day. This will be returned in a time frame designated by the class teacher.

Some online tasks may be set by class teacher/s for students to complete, linking in with Key Learning Areas to consolidate work.

In order to prepare students for high school, assignment tasks (based on class work and what is being learnt) will also be set at certain times throughout the year which will be designated by the class teacher. This is to consolidate learning.

Completion of these assessment tasks by the due date is expected. If there is no explanation provided by the parent/carer for lateness of the task, marks will be deducted for each day it is overdue. Tasks that are overdue will receive teacher feedback with a reduced or non-mark.

Parent Responsibilities

Parents can help by:

- taking an active interest in their children's homework
- providing a suitable place in which homework can be completed
- ensuring that there is time set aside for homework

- encouraging and supporting students to complete homework
- assisting teachers to monitor homework by signing or correcting completed work, if requested
- communicating with teachers any concerns about the nature of homework and their children's approach to their homework.

Students Responsibilities

- awareness of the importance of homework
- completing homework within the given time frame
- seeking assistance from teachers and parents or caregivers when difficulties arise
- showing their homework to their parents or caregivers
- handing in their homework on the due date

Definitions

Home activities are those set by the school to extend, reinforce or revise work covered previously in the classroom.